

TED UNIVERSITY

INTERNSHIP REGULATIONS FOR UNDERGRADUATE STUDENTS

Aim

ARTICLE 1- (1) The aim of this document is to regulate the procedures and principles for the obligatory internship programs of TED University undergraduate program students.

Scope

ARTICLE 2- (1) This document comprises the duration, terms of application and other provisions concerning the obligatory internship for TED University undergraduate students.

The Aim and Scope of The Internship Programs

ARTICLE 3- (1) The aim of the obligatory internship program for TED University students is to create the opportunity to gain professional experience.

(2) The aim, scope and success criteria of the internship programs are defined by the respective departments and the “Department Internship Guide” is announced on the web site of the department.

Career Center and Terms of Reference

ARTICLE 4- (1) The coordination of the obligatory internship program is organized by the Career Center. The terms of reference for the Career Center staff:

- a) Working in coordination with the department internship coordinators concerning the stages of the program.
- b) Recording the institutional internship quotas to share this information with the respective departments.
- c) Creating procedures which enable students to benefit from the institutional internship opportunities.
- d) Providing the obligatory internship documents.
- e) Archiving the acceptance documents of the companies and recording the duration of the internship program.
- f) Delivering the internship evaluation forms in an enclosed envelope to students who have provided their internship acceptance documents.
- g) Informing the TEDU Financial Affairs Department about each company and the dates when these institutions will accept the students to have them perform their various programs, all in order to prepare their insurances.
- h) Delivering the internship evaluation forms to the internship coordinators which come from the companies until the end of October.

Duration and the Dates of the Internship Program

ARTICLE 5- (1) The time span of the internship program cannot coincide with the academic activities indicated on the academic calendar (including summer school).

(2) The duration of the internship programs are defined by the faculties as follows:

- a) Sundays are not considered as working days.
- b) For all the departments of Engineering Faculties, the duration of the internship program is a minimum 20 working days during the summer holidays of the second and third grade, meaning a minimum of 40 working days in total.
- c) For all the departments of the Faculty of Architecture the duration of the internship program is a minimum 30 working days during the summer holidays of second and third grade, meaning a minimum of 60 working days in total.

d) Starting from the 2017-2018 Academic year, for all the departments of the Faculty of Economics and Administrative Sciences, the duration of the internship program is a minimum of 20 working days during the summer or winter holidays of the second and third grade, meaning a minimum of 40 working days in total. For students who have registered to the university prior to the mentioned date, the duration of the internship program is a minimum of 10 working days.

The Available Institutions for Internship Programs

ARTICLE 6- (1) The required qualifications of the national or international institutions where the internship program will be performed are defined by the departments.

(2) The students can perform their internship program within the scope of student mobility programs such as ERASMUS+.

(3) The institution and the context of the internship program must be approved by the internship coordinator in order to be considered valid.

(4) The internship programs cannot be performed in universities except for the Research Centers, and the TEKNOKENT companies.

Evaluation of the Summer Internship Reports

ARTICLE 7- (1) The students register to the internship course following the semester break or the summer holiday before they perform their internship program.

(2) The internship reports are submitted to the respective department in coordination with the announced rules and principles until the last day of the Add/Drop period as defined on the academic calendar.

(3) The evaluation criteria and the relevant regulations for the internship reports are announced by all departments at least one semester in advance.

Validation of the Internship Courses

ARTICLE 8- (1) The internship programs previously performed by the students due to lateral or external transfers or double major performances, are evaluated by the internship coordinators and considered valid only if approved by the respective Faculty Administrative Board.

Application Procedures

ARTICLE 9- (1) The institutions where the students can perform their internship programs are determined by the efforts of the students or institutional internship quotas.

a) If the students determine the internship venue in their own charge, they receive the obligatory internship letter from the Career Center or the web page of the department and, where necessary, it is approved by the department internship coordinator. If the institution meets the requirements and/or the internship coordinator approves, the students receive an acceptance letter from the institution which indicates the duration and the dates of the program. Once approved by the coordinator, the acceptance letter is submitted to the Career Center at least one week prior to the beginning of the internship program.

b) If the student wishes to perform the program by benefiting from the internship quotas, he or she applies to the quotas defined and announced by the Career Center. If the application is approved, the student is entitled to perform the internship program. Those who are rejected must find an institution where they will perform the internship program in their own right.

(2) Once the venue of the internship program is defined, the following procedures should be followed:

- a) The student receives the internship evaluation form in an enclosed envelope from the Career Center or the department web page before starting the program and hands it in to his or her internship advisor on the first day of the program.
- b) The internship advisor of the institution fills in the form at the end of the program and submits it to the department internship unit. It is the responsibility of the student to convey the form to the respective TEDU internship coordinators.
- (3) If the institution is employing the student under social security, this has to be indicated in the acceptance letter. If the institution offers no social security, TEDU Financial Affairs unit issues an obligatory internship insurance.

Allocation Process of the Institutional Internship Quotas

ARTICLE 10- (1) The Career Center determines the internship possibilities by contacting industrial organizations, NGO's and public institutions with which TEDU has an institutional collaboration agreement. The Center receives the approval of the respective internship coordinators concerning the relevancy of the program.

(2) The institutional internship opportunities approved by the department internship coordinators are announced either via internet or by e-mail by the Career Center, once the quotas are determined. These announcements include the details of the institutions, duties and responsibilities and evaluation criteria (CV, grade point average, interview, etc.), application dates and all other relevant information.

(3) The applications are evaluated by the Career Center and/or the department internship coordinators and the selected students are announced.

Learning the Life Internship

ARTICLE 11- (1) The students who must follow an obligatory internship program or those who are registered to undergraduate programs which do not require obligatory internship, can perform voluntary internship programs.

(2) The students who perform an additional voluntary internship program receive an acceptance letter from the institution where they will follow the program and submit this document to the Career Center.

(3) The internship insurance of the students who are to perform such programs is done by TEDU.

(4) The students who will perform an additional voluntary internship program are not obliged to submit an internship evaluation form.

Enforcement

ARTICLE 12- (1) This regulation is accepted with the University Senate decision no. 04, on 13.04.2017 and is approved by the Board of Trustees on 18.04.2017, assembly no.50.

Execution

ARTICLE 13- (1) This regulation is executed by the TED University Rector.